

# RESTAURANT

## BEST MANAGEMENT PRACTICES (BMP's)

### Facility Inspection Chart for Water Pollution Prevention

**Attention! Restaurant Management:** Post and complete this checklist as a part of your routine daily activities. Doing so, will ensure that your restaurant achieves and maintains continued compliance with the City of Fremont's storm water management and discharge control requirements under **Title VIII, Chapter 11 of the municipal code, and Union Sanitary District's discharge ordinance no. 36.**

**Instructions:** If affirmative answers can be given to the questions in each numbered section below, place your initials in the box corresponding to the day and shift during which each inspection was made. Do not initial the box until the standards described are obtained. Keep the chart updated weekly. Observe the inspection frequency rating for each section.

**Note:** If an outside service is presently caring for the cleaning of the areas described below, it is the responsibility of management personnel to ensure their compliance with the above, cited code and ordinance requirements.

Starting Sunday

(Date) \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

**Managers responsible for implementation of BMP's**

|                |   |
|----------------|---|
| Shift 1. _____ | Shift period ____ : ____ to ____ : ____ |
| Shift 2. _____ | Shift period ____ : ____ to ____ : ____ |
| Shift 3. _____ | Shift period ____ : ____ to ____ : ____ |

The questions asked below are directly related to Best Management Practices for restaurant managers and employees.

**1 Waste Storage Areas and Containers:**

Are waste storage areas clean and trash containers/dumpsters/compactors and tallow (used oil and grease) containers covered and free from cracks, leaks, and spillage?

If cleaning is needed, observe the cleaning requirements in section 2.

**Inspection Frequency: Daily**

Schedule

| Shift # | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|---------|-----|-----|------|-----|-------|-----|-----|
| 1       |     |     |      |     |       |     |     |
| 2       |     |     |      |     |       |     |     |
| 3       |     |     |      |     |       |     |     |

**2 Floor/Equipment Cleaning and Proper Disposal of Wash Water:**

Has equipment been cleaned in such a manner that all wash water was contained and disposed of in the sanitary sewer (i.e. indoor floor drains, mop sink, or toilet)?

**Any disposal of wash water to outside paved surfaces and/or storm drains is strictly prohibited. Whenever possible, use the following dry cleaning methods: Sweep, damp mop, or use rags/towels, and absorbents.**

**Inspection Frequency: Daily**

Schedule

| Shift # | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|---------|-----|-----|------|-----|-------|-----|-----|
| 1       |     |     |      |     |       |     |     |
| 2       |     |     |      |     |       |     |     |
| 3       |     |     |      |     |       |     |     |

**3 Parking Areas and Drive-throughs:**

Are parking stalls and drive-through surfaces free form excessive oil and/or motor fluids, stains, litter and food waste?

If cleaning is needed, observe the cleaning requirements in section 2.

**Inspection Frequency: Daily**

Schedule

| Shift # | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|---------|-----|-----|------|-----|-------|-----|-----|
| 1       |     |     |      |     |       |     |     |
| 2       |     |     |      |     |       |     |     |
| 3       |     |     |      |     |       |     |     |

**4 Outside Storm Drain Inlets:**

Are all onsite storm drains clean and free of pollutants (i.e. oil/grease, litter, food waste, leaves, etc.)?

If cleaning of the storm drain is needed, all resulting wash water must be contained, vacuumed, and disposed of appropriately. For questions regarding appropriate cleaning methods and disposal requirements call the Union Sanitary District at 510-477-7500.

**Inspection Frequency: Daily**

Schedule

| Shift # | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|---------|-----|-----|------|-----|-------|-----|-----|
| 1       |     |     |      |     |       |     |     |
| 2       |     |     |      |     |       |     |     |
| 3       |     |     |      |     |       |     |     |

**5 Rooftop Equipment:**

Is rooftop equipment (i.e. exhaust fans) free from any oily discharge and residue? Have exhaust fan oil collection containers, pans, and/or buckets been inspected and cleaned as necessary?

If cleaning is needed, observe the cleaning requirements in section 2.

**Inspection Frequency: Weekly**

Schedule

| Shift # | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|---------|-----|-----|------|-----|-------|-----|-----|
| 1       |     |     |      |     |       |     |     |
| 2       |     |     |      |     |       |     |     |
| 3       |     |     |      |     |       |     |     |

**6 Outside Grease Interceptor or inside Grease Trap:**

Are all chambers of the grease interceptor or trap free from heavy build up of coagulated or solidified grease, either on the walls or surface area of the chambers?

If heavy amounts of grease are present as described above, an increase in the service or cleaning frequency is strongly recommended.

**Inspection Frequency: Monthly**

Schedule

| Shift # | Date of Inspection | Initials or Signature |
|---------|--------------------|-----------------------|
| 1       |                    |                       |
| 2       |                    |                       |
| 3       |                    |                       |

For local information, contact: